

# BOOSH

Beecroft Out Of School Hours

## Re-Enrolment of current BOOSH children for 2024

- 1) Log in to your My Family Lounge Account using your username and password. Please sign into the website using a desktop or tablet. You are unable to use the phone app to access your enrolment form.

This can be accessed from [www.boosh.com.au](http://www.boosh.com.au) by clicking on the 'My Family Lounge' tab.

**If your link to log in has expired OR if you have forgotten your password:**

Go to the My Family Lounge tab of our Boosh website, enter your email and select 'sign-in'. You will be re-directed to a page where you can select 'Forgotten password?'. Follow the prompts to set up a new password for your account.

- 2) Select **VIEW** enrolment for each child and this will open their enrolment form.

**CHILD** Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
[Redacted]							<a href="#">Start Enrolment</a>
[Redacted]							<a href="#">View Enrolment</a> <a href="#">Print</a>

**OFFER**

No records found

**BOOKING REQUESTS**

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

[New Request](#)

**DO NOT** create a new booking request

- 3) Mandatory fields, marked with an asterisk (\*), have changed since you last submitted the enrolment form. Please enter the required information in these mandatory fields.
- 4) Ensure all details in the enrolment form are up to date and correct. Check authorised contacts and contact details are up to date and correct. Update as necessary. You can change/remove authorisations for contacts, but to remove them completely you need to email [admin@boosh.com.au](mailto:admin@boosh.com.au) with the requested changes.

### 5) Click SUBMIT

You should receive email notification that submission has occurred.

There is no need to manually sign the form or return a hard copy.

The screenshot shows the 'Enrolment Form' interface. At the top right, the title 'Enrolment F' is displayed. Below it, a dropdown menu shows 'Services to enrol: \*' with 'BOOSH Centre' selected. A sidebar on the left contains a menu with the following items: 'Main Contacts', 'Additional Contacts', 'Medical Contacts', 'Child Information', 'Immunisations', and 'Other General Questions'. At the bottom of this sidebar are buttons for 'Save&Close', 'Cancel', 'Save', 'Print', and 'Submit'. The 'Submit' button is circled in red. The main content area on the right is titled 'Main Contacts' and shows a section for 'Primary Parent/Guardian'. The form fields include 'Given Name \*', 'Last Name \*', 'Relation to child \*', 'Email address \*', and several phone number fields (Mobile number, Home number, Work number, Home number, Work number). A note states 'You must provide at least'.

- 6) Please repeat this process for all children who require re-enrolment for 2024.
- 7) Please email [admin@boosh.com.au](mailto:admin@boosh.com.au) to confirm.
- 8) Families with permanent sessions must contact the centre *if you wish to request any changes* to your permanent positions for 2024. Please email any such requests to [admin@boosh.com.au](mailto:admin@boosh.com.au)